

**MINUTES
TOWN MEETING
11/02/15
Emmitsburg Town Office**

Present: Mayor Donald Briggs; Commissioners Clifford Sweeney, Jennifer Mellor, Glenn Blanchard and Tim O'Donnell, President.

Staff present were Sue Cipperly, Town Planner; Cathy Willets, Town Clerk; and Dave Haller, Town Manager.

Absent: Joseph Ritz III, arrived at 7:50pm

I. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the 11/02/15 Town Meeting to order at 7:30 p.m. Pledge of Allegiance was recited.

President Tim O'Donnell announced the need for a closed executive session following adjournment of this meeting as permitted by the *Annotated Code of Maryland, State Government Article: Section 10-508 (a) Closed Meetings, Item 14* for the discussion of a contract and bid proposal. See attached announcement. Motion by Commissioner Blanchard, second by Commissioner Mellor, carried 4-0 in favor, Commissioner Ritz absent.

Approval of Minutes

The Minutes of the 10/19/15 Town Meeting were approved as presented/corrected. Addition of Commissioner Mellor who seconded the motion to accept Ordinance 15-06. Motion made by Commissioner Sweeney, second by Commissioner Blanchard. Motion 4-0 in favor. Commissioner Ritz absent.

Commissioner Comments

Commissioner(s) cited attendances, recognitions and announcements. Commissioner Sweeney thanked everyone for their assistance in the Halloween parade. Commissioner Blanchard attended a meet and greet with County Council and President Otis was planning on having these once a month. He extended invitations to the MML Legislative Christmas Dinner. Commissioner Blanchard advised there was discussions about the new WWTP and solar fields. Commissioner O'Donnell contacted by HOA president in Pembroke Woods, follow-up with Town Staff about some inquires related to the HOA and neighborhood. He received a request about a zoning request. He also received feedback on doughboy timeline and people felt they had a better understanding. Eagle Scout candidate Paul Slotwinski has completed the trail marking on the multi-user trail and next step is getting the current map to align color-wise with the color coding of the blazing on the trails. Mr. Haller said staff has met with the Boy Scouts about the utilization of the Scott Rd. Farm. Mr. Haller also addressed the zoning modification request - staff is working on modification of existing ordinance to be brought to the Board related to the request the Commissioners received. There is a lot of support at the staff level. He advised that six feet must be maintained on one side of your lot - fire issue.

Mayor's Comments

Mayor Briggs attended Tourism signage meeting; SHA meeting in Baltimore about the multi-user trail with Mount and County; and the MML Fall Conference. We received plaque award for Sustainable Maryland Certified Town of Emmitsburg at the MML Fall conference. He also attended Halloween parade and Solid Waste Steering Committee at Winchester Hall. Mayor Briggs attended the Municipal Budgeting course at MML conference and Mr. Haller took the Plighted Property Course at MML Fall conference. He will be speaking with 4th grade classes at Elementary School and Mother Seton School. On December 1st, the 3rd grade class Mother Seton School decorate tree on square. On December 18th, Emmitsburg Elementary school students will decorate the tree in front of the Community Center. On December 4th, the MML Christmas Legislative Dinner at Carriage House Inn. The Spirit of Christmas

December 7th starting at 6pm. One of the programs presented by the State Attorney General at the MML Conference was dedicated to Identity Theft. He will be following up with area schools on how to protect our youth. Mayor Briggs mentioned the Community Legacy Grant and thanked Ms. Cipperly. He said staff applied for \$50,000 in 2013, 2014, and 2015. Over \$323,000 worth work has been completed downtown. Staff has applied for \$75,000 in 2016 but staff has not received any confirmation. Mayor Briggs commented that there has been some angst over some of the businesses closing. There are some positive things coming – SHA leasing space, tattoo shop, etc. which leads to traffic generation.

The Turkey Trot will be November 26 benefiting the Seton Center. Two separate SHA meetings - signage meeting was held here. Mayor Briggs said the Town got pretty much everything we wanted. The Town will be referred to a historic Emmitsburg on Rte. 15 with the sites such as National Fallen Firefighters. Mayor Briggs reviewed the progress meeting in Baltimore for the trail between the Town and MSM. There is funding for \$128,000. He said it looks pretty good. There are still no guarantees. Mr. Haller said the difficulties are the logistics of the right of way. Numerous events in December for the Christmas season.

Administrative Business

Mr. Haller advised the restrooms will not be completely winterized until after the Turkey Trot. Commissioner Blanchard asked about the remaining garden plots. He encouraged people to clean their plots. He asked about the clock for the Square. Mr. Mayor said it is still in storage until the square project is complete.

Consent Agenda

Re-appoint two members to the Citizens Advisory Committee. Commissioner Ritz said he would like to reappoint Amy Myles and Conrad Weaver for another two year term. Commissioner Ritz would like to appoint Brian Neville to the Citizens Advisory Committee. Unanimous Consent from the Board.

Reports:

Cash Activity - Commissioner Blanchard reviewed the Cash Activity report for the Town for the month of October 2015. Commissioner Sweeney asked about the status of the WWTP. Mr. Haller stated staff is just waiting on the final MDE inspection and if they find issues, we have contingency money to fix those issues. Mr. Haller mentioned USDA has already completed their inspection with final approval pending. Commissioner O'Donnell asked about the new mowing equipment. Mr. Haller advised the old mower, over 10 years old, burst into flames and had to be replaced. Mr. Haller advised this was a bid item.

Planning Commission Report - Commissioner Sweeney advised the Planning Commission met on October 26 and approved the site plan was approved for 514 E. Main St. pending the zoning change to the B1 zoning for the four lots on East Main Street.

Comprehensive Plan modification for consideration

Ms. Cipperly said that based on recommendations from Staff, the Planning Commission, and SHA that the Town by Resolution incorporate the Catocin Mountain National Scenic Byway plan into the Comprehensive Plan. It is a management plan to maintain the integrity of the US 15 corridor - signage, safety, scenery and also accommodate commercial, pedestrian and bicycle traffic as well as the marketing of the area. It is an overall general plan that was done in 2004 and adopted by the County, but never by the Town. The Town has been participating in activities and meetings. Resolution 2015-02R adopts the recommendations in the 2004 Catocin Mountain National Scenic Byway Corridor Management Plan as part of the 2015 Comprehensive Plan. Commissioner O'Donnell inquired how often it gets modified. He noted some of the content was dated. Ms. Cipperly advised it will be updated in the future. She advised there is no downside in adopting the plan. Commissioner O'Donnell stated it is very useful and in alignment with what the Town is trying to accomplish. Mr. Haller said this is a good base and by incorporating the plan you have the right to add to

your Comprehensive Plan.

Motion: to accept Resolution 2015-02R as presented.

Motion by Commissioner Sweeney; second by Commissioner Blanchard.

Vote: 5-0 in favor

Proclamation - November is Maryland Municipal League Works Month

Commissioner O'Donnell read the proclamation as written.

Motion: - To accept the Proclamation: November is Maryland Municipal League Works Month.

Motion by Commissioner Ritz III; second by Commissioner Blanchard

Vote: 5-0 in favor

Set Agenda Items for 11/16/15 Town Meeting

1. Nuisance Ordinance - discussion item
2. Resolution to approve the Comprehensive Plan
3. Holiday Parking for December

III Public Comments

None

IV SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

IV Adjournment

With no further business, the 11/02/15 Town Meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Cathy Willets

Town Clerk

Approved: November 16, 2015